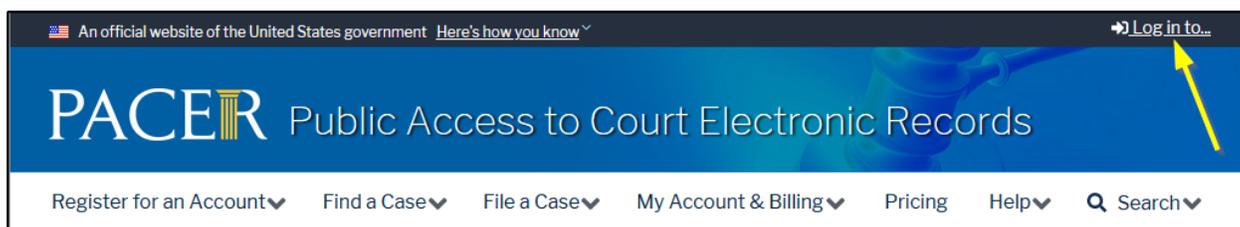


Petition for Admission to Practice

The U.S. District Court for the District of Maine is a NextGen CM/ECF court. In order to request admission to practice, you must have an upgraded individual PACER account. If you do not have an upgraded individual PACER Account, click [HERE](#) for procedures. Once you have a PACER Account, follow the steps below to request filing access.

Step 1: Navigate to www.pacer.uscourts.gov

Step 2: Upper righthand corner of screen, click **Log in to...** A dropdown will appear, then select **Manage PACER Account**.



Step 3: Log in with your upgraded individual PACER account username and password.

A screenshot of the PACER "Manage My Account" page. The page has a blue header with the PACER logo and the text "Public Access To Court Electronic Records". Below the header, the main heading is "Manage My Account". Underneath, there is a paragraph: "Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions." Below this is a "Login" section with a blue arrow icon. Under "Login" is the text "* Required Information". There are two input fields: "Username *" and "Password *". Below the input fields are three buttons: "Login", "Clear", and "Cancel". At the bottom of the login section, there are three links: "Need an Account?", "Forgot Your Password?", and "Forgot Username?". Below the login section is a disclaimer: "This is a restricted government website for official PACER use only. All activities of PACER subscribers or users of this system for any purpose, and all access attempts, may be recorded and monitored by persons authorized by the federal judiciary for improper use, protection of system security, performance of maintenance and for appropriate management by the judiciary of its systems. By subscribing to PACER, users expressly consent to system monitoring and to official access to data reviewed and created by them on the system. If evidence of unlawful activity is discovered, including unauthorized access attempts, it may be reported to law enforcement officials."

Step 4: Click the **Maintenance** tab then **Attorney Admissions/E-File Registration**



Step 5: From the **Court Type** drop-down, select **U.S. District Courts**. From the **Court** drop-down, select **Maine District Court**. Click **Next**.



Step 6: Click **Attorney Admissions and E-File**



Step 7: Complete all required fields for all four sections on the Attorney Admissions screen.

Section 1: Attorney Bar Information-

- a. Federal Bar Information: If you are currently admitted to another NextGen court, it is listed here automatically by the system..
- b. State Bar Information: Check the box to indicate admitted to the bar in one or more states.
- c. Click **Add** to select and add the state court(s) to which you are admitted. Once state, Bar ID and Date Admitted fields are completed, click **Close**.

Complete all sections of Attorney Admissions

Attorney Bar Information

* Required Information

FEDERAL BAR INFORMATION

I am admitted to the bar in one or more federal courts.
Our data indicates that you have been admitted to the bar of the following federal court(s):

| Verified Federal Bar Information | | | |
|---|--------|------------|---------------|
| Federal Court | Bar ID | Bar Status | Date Admitted |
| No verified federal bar data available. | | | |

Enter information for any federal court not listed in table on the left:

| Additional Federal Bar Information | | |
|---|--------|---------------|
| Federal Court | Bar ID | Date Admitted |
| Click the "Add" button below to enter federal bar data. | | |
| + Add | | |

STATE BAR INFORMATION

I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

| Additional State Bar Information | | |
|---|--------|---------------|
| State | Bar ID | Date Admitted |
| Click the "Add" button below to enter state bar data. | | |
| + Add | | |

Section 2: Sponsoring Attorney- add the name of your sponsoring attorney. Note: the Bar ID and Jurisdiction fields may be left blank.

Sponsoring Attorney

Bar ID Jurisdiction

First Name Middle Name Last Name

Section 3: Attorney Information- complete as appropriate.

Attorney Information

Attorney Type (check all that apply) * Civil Criminal Bankruptcy

Have you ever been disbarred/censured/denied admission? * Yes No

Do you have any disciplinary actions pending? * Yes No

Have you ever been convicted of a felony? * Yes No

Fee Acknowledgment *

I acknowledge that I will be charged an admission fee if I am admitted.

I request that the admission fee be waived for the following reason:

Section 4: Document Upload-

- a. Attach completed Application for Admission to Practice Form
- b. Attach Letter from Supporting Attorney

Step 8: After all required fields are completed, review and click **Next**.

Step 9: Complete all required fields for all three sections on the E-File Registration screen.

Section 1: Filer Information-

- a. Read and check acknowledge box
- b. Verify contact information

Section 2: Additional Filer Information- this section does not need to be completed.

Section 3: Delivery Method and Formatting-

- a. Review primary email address and confirm
- b. Email Frequency: **At The Time of Filing (One Email Per Filing)**
- c. Email Format: **HTML**

Step 10: After all required fields are completed, review and click **Next**.

Step 11: Enter payment information and set as default for admissions/renewal fees and/or filing fees. This is optional. Once you have finished entering payment information or if you do not wish to enter payment information, click **Next**.

Step 12: Acknowledge the policies and procedures for attorney admissions and attorney e-filers by selecting all applicable check boxes.

Step 13: Click **Submit**. The court will review your admission request and provide you with further instructions (including an Oath to sign and a link to pay the admission fee online) via email.

Please note that you will be required to pay your admission fee online using the link provided in the email. Do not use the **Make One-Time PACER Fee Payment** option on **Manage My Account**.